

## CHIEF FINANCIAL OFFICER

1

### Job Description

Update drafted 10/1/12

Approved by BOS \_\_\_/\_\_\_/\_\_\_

#### **Definition:**

Professional accounting work as the Chief Financial Officer for the Town with responsibility for maintaining financial records, supervising and controlling expenditures of all Town funds, and other related work as required.

Performs a variety of complex and highly responsible duties requiring extensive judgment and initiative in ensuring that all municipal transactions conform to law and to sound municipal accounting practice. Works in accordance with applicable Massachusetts General Laws, Town policies, Town By-Laws, and relevant State, Federal, and local regulations and standards.

#### **Supervision:**

Appointed by the Board of Selectmen, reports functionally to the Town Administrator. Supervises the Town Treasurer and oversees the Town Collector who is supervised by the Treasurer.

#### **Job Environment:**

Makes frequent contact concerning accounting and budgetary matters with all Town departments, and relevant State officials and agencies. Makes limited contact with the public.

Has access to department-related confidential information.

Operates computers and general office equipment.

#### **Essential Functions:**

Acts in a consultant capacity with respect to Town financial matters

Plays the lead role in preparation of the Town's annual operating and capital budgets, coordinating this work closely with the Town Administrator and Finance Committee. Plays a support role in development and maintenance of the Town's 10-year capital and operating plans, with the lead role taken by the Town Administrator under the guidance of the Finance Committee and Board of Selectmen."

Reviews and signs-off on all contracts before they are finalized to confirm that funding has been appropriated.

Oversees Town information technology resources. Maintains and operates a computerized accounting system.

Maintains a complete set of financial records for all Town accounts, appropriations, debts, and contracts; maintains a general ledger and journal for the recording of all transactions. Has audit responsibility for all Town department receipts and expenditures, and assists in audit by outside CPA firm as the primary contact.

**Job Description**

Update drafted 10/1/12

Approved by BOS \_\_\_/\_\_\_/\_\_\_

Monitors expenditures of all Town funds; examines all vouchers, department bills and payrolls for appropriateness of expenditure and for accuracy and availability of funds before payment by Treasurer; reconciles Treasurer's cash balance with General Ledger cash balance; reconciles cash balances of all Trust funds; prepares warrants for payrolls and accounts payable for approval by the Board of Selectmen. Is responsible for the posting of warrants to the ledger, oversees posting of monthly cash receipts in ledger. Assists other Town officials in monitoring the Town's financial condition; prepares monthly departmental statements of expenditures and unexpended balances; makes recommendations to improve financial conditions.

Compiles and submits required State and Federal reports during and at close of fiscal year; prepares annual balance sheet and breakdown of cash receipts; prepares annual reports for Town Report. Answers questions from departments and Board of Selectmen regarding Town finances and accounting procedures.

Other responsibilities as prescribed by Massachusetts General Laws.

**Physical and Environmental Condition:**

Little physical effort demanded in performing duties under typical office conditions, with minimal exposure to occupational risk.

**Recommended Minimum Qualifications:**

**Education and Experience:** Associate's Degree in accounting, business administration, or related field strongly preferred; four years of professional accounting experience with experience in municipal finance preferred; working knowledge of applicable Massachusetts General Laws regarding finance, insurance and procurement or any equivalent combination of education and experience.

**Knowledge, Ability and Skill:** Thorough knowledge of municipal accounting principles and practices and budgetary functions; working knowledge of Town's current accounting system; thorough knowledge of the organization and operation of Town departments and of legal controls over municipal finance in the Commonwealth. Specific knowledge of municipal law and fund accounting preferred.

Ability to analyze and interpret accounting data and to present reports of findings and recommendations. Ability to administer and monitor budgets.

Ability to develop effective working relationships with subordinates and Town department heads.

Certification in governmental accounting preferred. Typing and computer skills required.

Computer literacy required: Accounting Software; Spreadsheet such as Excel.